Pattern of Administration

Department of Agricultural, Environmental, and Development Economics

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I. INTRODUCTION

This document provides a brief description of the Department of Agricultural, Environmental, and Development Economics and its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the Department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This *Pattern of Administration* must be reviewed and either revised or reaffirmed on appointment or reappointment of the Department Chair. In keeping with Faculty Rule 3335-3-35(C)(2), within the first year of their appointment or reappointment, the department chair shall review the Pattern of Administration in consultation with the faculty. Any revisions shall be made with broad faculty input, obtained in a manner consistent with the department's established practices and procedures of online polls, informal discussion meetings, retreats, and formal meetings with votes. At other times, revisions may be proposed by the department chair or recommended to the chair by unit committees or members of the faculty. The process for revision is the same as above. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

II. DEPARTMENT MISSION AND VISION

A. Vision

We use economics to promote a prosperous and sustainable society for all people through engaged world-class research, teaching, and outreach in areas of food, agriculture, environment, and the development of human well-being.

B. Mission

We create meaningful impact on the development of society through applied economics, with focus on food, agricultural, and environmental and natural resource systems. We advance sustainability and prosperity for all people through engaged excellence. Our hallmarks are:

- Innovative, creative, and rigorous research
- Analyses at local, regional, and international scales
- Welcoming and enriching educational experiences
- Engagement with a wide range of audiences that honors and values differences
- Forward-looking leadership in service
- Work that is transparent, unbiased, and fact-based
- Constructive and respectful discourse

III. ACADEMIC RIGHTS AND RESPONSIBILITIES

The Department affirms and adopts the University policy on academic rights and responsibilities stated on the University website.

IV. FACULTY AND VOTING RIGHTS

A. Definitions

Faculty Rule 3335-5-19 defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in its Appointments, Promotion and Tenure Document. For purposes of governance, the faculty of this department comprises:

1. Tenure-track faculty with titles of Instructor, Assistant Professor, Associate Professor, or Professor;
2. Professional practice faculty engaged primarily in teaching with titles of Professional Practice Instructor, Professional Practice Assistant Professor, Professional Practice Associate Professor, or Professional Practice Professor
3. Research faculty with titles of Research Assistant Professor, Research Associate Professor, or Research Professor
4. Associated faculty including:
   a) Those with adjunct titles, visiting titles, and lecturer titles
   b) Tenure-track faculty on less than a 50% appointment to the University
5. Emeritus faculty: tenure-track, professional practice, research, or associated faculty who, upon retirement, are recommended by the department, the dean, and the executive vice president and provost for emeritus status as described in Faculty Rule 3335-5-36. Full- time tenure track, professional practice, research, or associated faculty may request emeritus status upon retirement or resignation at the age of sixty or older with ten or more years of service or at any age with twenty-five or more years of service. See the department's Appointments, Promotion, and Tenure document for additional detail.

B. Voting rights

1. Tenure-track faculty with a 50% or more compensated appointment, whose TIU is in AEDE, shall have full governance rights in the department.
2. On 1/17/2025, the department's faculty voted to extend governance rights to professional practice faculty. Professional practice faculty may vote in all matters of departmental governance except: tenure-track faculty promotion and tenure decisions; research faculty reappointment and promotion decisions; issues pertaining directly to the graduate program on which voting is limited to members of the Graduate Faculty. Any professional practice faculty member appointed by the unit may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in Faculty Rule 3335-7-11(C)(2).
3. On 1/17/2025, the department's faculty voted to extend governance rights to research faculty. Research faculty with contracts of three years or more may vote in all matters of departmental governance except tenure-track faculty promotion and tenure decisions and professional practice faculty reappointment and promotion decisions. Research faculty may participate in discussions of research faculty matters including promotion reviews.
4. Associated faculty may be invited to take part in discussions of faculty business excluding personnel matters but they may not vote on any matter.
5. Emeritus faculty may not take part in discussions of nor vote on any matter.

C. Appointment caps

1. In accordance with Faculty Rule 3335-7-03, unless an exception is approved by the University Senate and the Board of Trustees, professional practice faculty may comprise no more than 20% of the tenure-track, clinical/teaching/professional practice, and research faculty in the college, and the number of professional practice faculty members must be fewer than the number of tenure-track faculty members in the department.
2. In accordance with Faculty Rule 3335-7-32, unless otherwise authorized by a majority vote of the tenure-track faculty, research faculty must comprise no more than 20% of the number of tenure-track faculty in the department. In all cases the number of research faculty positions must constitute a minority with respect to the number of tenure-track faculty in the unit.

V. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF

The department provides services to assist faculty members in fulfilling their duties and students in advancing certain aspects of their educational programs. For both faculty and students, services are provided in close coordination with CFAES administrative offices and support staff. Details are provided each year in a document circulated to all faculty and staff with updated descriptions of staff responsibilities.

The departmental staff address four areas of responsibility:

A. Academic programs

Staff members such as an academic program specialist, graduate program manager, and academic program supervisor work to: advise students; carry out administrative work related to efforts like course scheduling, curriculum changes, and assessment; carry out student recruiting efforts; support faculty in efforts related to admissions and scholarships; engage with and support students and student organizations.

B. Administration

Staff members such as the Assistant to the Chair work to: support strategic planning and department reporting efforts; support processes such as annual reviews, promotion reviews, faculty and staff searches; manage the main office; shared conference rooms, and student assistants.

C. Communications

Communications staff members work to: disseminate and amplify faculty and student work and accomplishments through multiple vehicles; develop materials for student recruitment and alumni/student engagement; support and amplify department extension and outreach efforts; coordinate AEDE communication efforts with the offices in CFAES, OSU, and industry partners.

D. Fiscal

Fiscal staff members carry out work related to finances and assets such as: managing and reporting all departmental fiscal affairs; helping faculty with grant applications and post-award fund management; coordinating procurement, event ordering, and asset management; supporting travel approval and reimbursement.

VI. OVERVIEW OF DEPARTMENTAL DECISION-MAKING

Policy and program decisions are made in a number of ways: by the Department voting faculty as a whole, by standing or special committees of the Department, or by the Chair. The nature and importance of any individual matter determines how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be.

VII. DEPARTMENT ADMINISTRATION

A. The Duties of the Chair

The primary responsibilities of the department chair are set forth in Faculty Rule 3335-3-35. This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion and tenure.

Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.

1. To uphold expectations of the Leadership Philosophy:
   - Uphold Ohio State's Shared Values and engender trust through words and actions.
   - Care for people and create conditions for well-being and productivity.
   - Set clear direction and goals for their teams and align to the mission of the department.
   - Solve problems and support their teams to adapt to changing contexts.
   - Drive cross-functional collaborations to advance goals of the department.
   - Demonstrate commitment to continuous growth for themselves and their teams.
2. To provide overall vision and leadership for the Department and its programs, including planning with the members of the faculty and the dean of the college a progressive program and encouraging research and educational investigations.
3. To have general administrative responsibility for its programs, subject to the approval of the Dean of the College, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
4. To maintain and build relations with alumni, program funders, employers of graduates, professional societies and other stakeholders.
5. To evaluate and improve administrative processes on an ongoing basis.
6. To see that adequate supervision and training are given to faculty and staff.
7. To create and assign faculty and staff to standing committees, special committees, task forces, etc. that meet Department needs, except in the case of committees specified in the document as elected by the faculty.
8. To assign workload according to the department's workload guidelines (see Section IX) and faculty appointment type (and rank).
9. To develop, in consultation with each faculty member, an annual Statement of Responsibilities and Plan of Work for each faculty member.
10. To conduct an annual performance and merit review of each faculty member in accordance with criteria approved by the Board of Trustees and subject to instructions from the

Executive Vice President and Provost, and also according to the department's Appointments, Promotion and Tenure document.

11. To inform faculty members when they receive their annual performance and merit review of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.
12. To recommend to the Dean of the College, after consultation with the faculty in accordance with Faculty Rules 3335-6 and 3335-7 and this department's Appointments, Promotion and Tenure Document, appointments, promotions, dismissals, and matters affecting the tenure of members of the Department faculty.
13. To see that all faculty are offered the departmental privileges and responsibilities appropriate to their rank and, in general, to lead in maintaining a high level of morale.
14. To work with members of the faculty and the College Administrative Cabinet to encourage and support research and extension.
15. To promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course, peer reviews of instruction, and periodic course review by the faculty.
16. To maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.
17. To facilitate and participate in prescribed academic program review processes, in collaboration with the dean of the college and the Office of Academic Affairs.
18. To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college.

Day-to-day responsibility for specific matters may be delegated to others, but the department chair retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the Dean, Office of Academic Affairs, and Board of Trustees.

Operational efficiency requires that the department chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of departmental academic goals, however, are most successful when all faculty members participate in discussing and deciding matters of importance. Thus, the Chair shall consult with the faculty on all educational and academic policy issues (though not administrative procedures or responsibilities). Such consultation will, when practicable, be at a meeting of the faculty as a whole. The majority preference of the faculty shall have significant weight in decisions made by the Chair. When a departure from majority preference is judged to be necessary, the Chair will explain to the faculty the reasons for the departure.

B. Administrative Team

The Chair shall be supported by an administrative team, consisting of three program Directors - the Director of Graduate Studies, Director of Undergraduate Studies, and Director of Extension and Outreach - and the Chief Fiscal Officer of AEDE. The Chair shall take nominations from and consult with the faculty before appointing persons to the program Director positions. Program Directors will serve as Associate Chairs of AEDE. The Chair may appoint additional people to new positions on the administrative team following formal consultation with the faculty. The duties of any such position shall be clearly specified in the consultation, and the position must be evaluated for continuation after no more than four years.

1. Duties: The Administrative team shall perform such duties and assume such responsibilities as may be delegated by the Chair. The Administrative team will be involved in all major program, personnel and budget matters. This broad knowledge of the Department's day-to-day functioning assures that program Directors can serve the role of Associate Chair, filling in for the Department Chair and speaking for the Chair in a wide variety of situations. Additionally, the Administrative Team serves as a body by which faculty can bring concerns to the Chair.
2. Term: Program Directors serve at the pleasure of the Chair and may be terminated either by resignation or by action of the Chair. At intervals, not to exceed four years, the Chair shall conduct a review to determine the desirability of continuing the appointment of a program Director; each Director shall be consulted regarding their willingness to continue in the role.
3. Meetings: The Chair shall meet regularly with members of the Administrative team, at least twice per semester.
4. Responsibilities: The Department Chair will have both authority and responsibility for the three major functional programs of the Department: undergraduate, graduate, and extension/outreach. Responsibility for these three functional programs may be delegated to faculty members who will assume the title of Director. Their responsibilities are as follows.
    a. The **Director of Undergraduate Studies** provides leadership and administration with responsibilities as follows: facilitate course and curriculum review and development; chair the Academic Affairs Committee; work with the undergraduate program staff; coordinate the scholarship program; facilitate recruitment of undergraduate students; serve on the Administrative Team of AEDE; advise regarding assignment of undergraduate teaching and course TA responsibilities; represent faculty and staff concerns to the Chair.
    b. The **Director of Graduate Studies** provides leadership and administration as follows.
        i. Serves as close liaison to the Department of Economics and other departments on matters of central concern to our graduate programs.
        ii. Is the officially designated Graduate Studies Chair with the following responsibilities: implement, facilitate, and coordinate the graduate studies program in coordination with the OSU Graduate School; chair the Graduate Studies Committee; recruit graduate students; maintain responsibility for graduate course and curriculum review and development; advise the Chair regarding graduate course assignments for faculty and coordinate assignments of graduate teaching assistants (with the Director of Undergraduate Studies); serve on the Administrative Team of AEDE; represent faculty and staff concerns to the Chair.
    c. The **Director of Extension and Outreach** provides leadership and administration related to extension and outreach programs with the following responsibilities: facilitate departmental Extension/outreach activities; coordinate Extension programs within the Department and among other units within OSU Extension; assist faculty and project leaders in planning and reporting the results of individual or group extension/outreach programs; serve on the Administrative Team of AEDE; represent faculty and staff concerns to the Chair.

C. Standing committees

The Department maintains standing committees to facilitate department governance. As department responsibilities and needs evolve over time, certain standing committees may lapse and additional committees may be constituted as necessary. Listed below are those current with this Pattern of Administration.

1. Protocols for standing committees
    a. **Appointments to standing committees**: Appointments to standing committees shall be made by the Chair of the Department after consultation with the Administrative Team and faculty. It is recommended that no faculty or staff serve on more than two standing committees concurrently.
    b. **Term of Office**: In order that committee responsibilities may be shared by the Department faculty and staff, the normal term of office shall be for a minimum of one year beginning on August 16. Faculty and staff shall be eligible for reappointment to the same committee. The normal term of office may be adjusted as necessary to enhance committee effectiveness.
    c. **Meetings**: Each standing committee shall meet upon the call of the committee Chair or upon petition of two committee members. The first meeting shall occur within two weeks of the beginning of the fall semester.

2. Academic Affairs Committee
    Chaired by the Director of Undergraduate Studies as an *ex officio* member and consisting of three additional faculty members appointed by the Chair. Support is provided by undergraduate staff. The major responsibilities of the Academic Affairs Committee are:

    a. To evaluate current course offerings as to, availability, adequacy of courses for the different academic programs, sequence, and frequency.
    b. To recommend new courses and the deletion of old courses as required to maintain excellent academic programs within the Department.
    c. To make recommendations to the Department faculty concerning changes in courses or academic programs.
    d. To manage the student learning outcome assessment process.
    e. To submit all changes in existing courses as well as additions to or deletions from present course offerings to the College Committee on Academic Affairs following specified University procedures.
    f. To report to the Department faculty on a regular basis the number of students enrolled by courses and other items of interest.
    g. To manage scholarship awardee selection decisions.
    h. To assist in the planning and initiation of activities related to Department's undergraduate programs. This would involve the review of the undergraduate programs at five-year intervals, including curricular and non-curricular aspects.
    i. To assist in the recruitment of undergraduate students, such as representing the Department at student orientation and career conferences.

3. Graduate Studies Committee
    Chaired by the Director of Graduate Studies as an *ex officio* member and consisting of the Doctoral Student Placement Coordinator and four additional faculty members appointed by the Chair. Support is provided by graduate program staff. The Graduate Studies Committee is the executive committee of the Graduate Faculty of the Department. It is responsible for carrying out the policies of the Graduate School and of the Graduate Faculty of the Department. Its body of work may be carried out by subcommittees at the discretion of the Director of Graduate Studies. With leadership from the Director of Graduate Studies, the work of the Graduate Studies Committee includes the following tasks:

    a. **Advisory**: Advise the Director of Graduate Studies and graduate program staff on administration and management of graduate programs including:
        i. Orientation and initial advising of graduate students.

ii. Recommendations to the Department Chair on teaching appointments for graduate students.
iii. Recommendations to the Graduate School on changes in the status of graduate students, i.e., changes from regular, special or conditional status, dismissal, probation, etc.
iv. Approval of study programs for Ph.D. students.
v. Review and necessary action on petitions from graduate students and advisors concerning course and related substitutions for satisfying graduate program requirements and other Department and Graduate School rules.
vi. Monitoring the progress of graduate students in their programs, including the maintenance of a permanent file for each student.
vii. Appoint Category M Graduate Faculty members and notify the Graduate School of that action. Submit nominations for Category P membership of the Graduate Faculty to the Policy and Standards Committee of the Council on Research and Graduate Studies and certify by appropriate documentation that those nominated meet published university-wide and any local criteria.
viii. Manage review of second-year research manuscripts; administration of the PhD candidacy and Final Oral examinations.

a. **Policies**: Develop and propose new and/or revised Department policies related to the graduate program. Proposals for change are submitted to the Graduate Faculty of the Department for consideration and decision.
b. **Curricula**: Review existing graduate courses and curricula, develop proposals to the faculty for new or revised graduate courses and curricula, and lead the work of implementing changes and innovations in policy and curriculum. Proposals for change are submitted to the Graduate Faculty of the Department for consideration and decision.
c. **Recruiting and admissions**:
    i. Lead and coordinate Department activities to recruit graduate students.
    ii. Develop recommendations to the Admissions Office on admission of students to the Graduate School.
    iii. Make recommendations to the Graduate School for University and CFAES fellowship competitions and manage the writing of nominations for fellowships.
d. **Awards**: Manage the second-year research paper competition and select Department nominees for graduate student awards.
e. **Placement**: Lead and coordinate Department activities in placement of graduates.

4. Extension and Outreach Program Committee

Chaired by the Director of Extension and Outreach Programs and consisting of three additional faculty members appointed by the Chair. The Extension and Outreach Program Committee addresses department policy and operations in Extension and outreach. Responsibilities of this committee include:

a. To continuously re-evaluate the objectives, scope, and composition of the department's Extension and outreach efforts across all areas of scholarly pursuit by AEDE faculty and staff.
b. To advise the faculty and Department Chair regarding strategies to enhance Extension and outreach programs.
c. To facilitate communication between the department and OSU Extension and Professional and Continuing Education

d. To identify issues and concerns relating to department Extension and outreach efforts and bring them to the attention of the Department Chair.
e. To assist in the planning and implementation of department Extension and outreach efforts.
f. To coordinate and conduct evaluations of Extension teaching such as peer reviews.
g. To continuously evaluate opportunities for enhanced Extension and outreach activities, including those that could be funded on a cost-recovery basis, and to advise the faculty and Department Chair of promising opportunities.

5. Awards Committee
Including the Department Chair as an *ex officio* member and consisting of three additional faculty members appointed by the Chair. The Award Committee coordinates nominations of faculty, staff, and students for both external and internal awards. Responsibilities of this committee include:

a. To identify awards relevant to the people (faculty, staff, and students) working in AEDE.
b. To coordinate the selection of people to be nominated for awards between other standing committees.
c. To identify and recruit faculty to write nominations.
d. To track nomination packages and ensure timely submissions.

D. Elected and ad hoc committees

In addition to standing committees, the Department has several committees that are elected by faculty.

The Department may also form ad hoc and other committees as needed, and terminate them when their tasks have been completed. These committees are not included in the Pattern of Administration.

1. Faculty Council
   a. Membership:
      i. The Faculty Council shall consist of three faculty members elected from the eligible faculty.
      ii. The Chair of the Department of Agricultural, Environmental, and Development Economics shall serve as an ex-officio member.
      iii. The three eligible faculty members shall be elected to three-year terms. *Eligible faculty* is defined for this purpose as all tenure-track, professional practice, and research faculty excluding the department chair, sitting and out-going members of faculty council, and faculty with scheduled leave commencing with the beginning of the new term of appointment and lasting the full academic year.
      iv. The chair of faculty council shall be selected for a one-year term by the three members at their first meeting of the academic year.
      v. Vacancies shall be filled within 60 days. The regular election procedures will be followed.
      vi. The three-year terms will be staggered so one newly elected member rotates on annually and the longest-serving member rotates off annually.
   b. Duties:
      i. With the Department Chair, regularly identify needs for new policies and procedures, and review and revise old policies and procedures as needed.
      ii. Advise and consult with the Chair upon matters of policy interpretation and implementation.

iii. Advise and consult with the Chair on the organizational structure of the Department and recommend the formation of new committees or discontinuation of standing committees.
iv. Bring to the attention of the Department Chair those procedures, rules and regulations that appear to be impeding the efficient and effective functioning of the Department.
v. Interact with individual faculty on a regular basis to identify agenda items for Faculty Council and faculty meetings.
vi. Advise and consult with the Dean on procedures to be used in gathering faculty input in the four-year review of the Chair.
vii. Advise and consult with the Dean on the search procedures and timing of the appointment of a new Chair.
viii. Carry out those ad hoc duties assigned by the faculty or the Department Chair.

c. Term of Office: Elected members shall serve a regular three-year term beginning August 16 and are ineligible for re-election until one year has elapsed since the completion of his or her term.
d. Election:
   i. The current Faculty Council shall run the election for the new Faculty Council member.
   ii. Elections shall be by secret ballot.
   iii. Eligible voters shall include all voting faculty (see Section IV of this document) of the Department.
   iv. An initial ballot shall list all voting faculty who are eligible candidates and serve as a nominating ballot. Each voting faculty member will select one nominee. The election committee will present to the voters the two names receiving the most nominations plus any additional names tied for second place and these shall serve as candidates for election to the Faculty Council. Voters shall vote for one individual, and the individual receiving the most votes of ballots cast is elected. If there is a tie, Faculty Council will determine the winner.
e. Meetings: The Faculty Council shall meet regularly during the academic year, at meetings called by the chair of Faculty Council of the Chair of the Department. Meetings shall occur no less often than twice per semester.

2. Performance Evaluation Advisory Committee (PEAC)

The Performance Evaluation Advisory Committee (PEAC) serves as the department's promotion and tenure committee. It consists of four tenured faculty members; both Associate Professors and Professors are eligible. Its activity is described in detail in Section VI.B.1.b of the APT document. The senior member serves as committee chair.

a. Membership:
   i. The PEAC shall consist of four tenured faculty members. When considering a case involving a professional practice faculty member the PEAC may be augmented by 1 professional practice faculty member at the rank of associate professor or professor, as appropriate to the case. When considering a case involving a research faculty member the PEAC may be augmented by 1 research faculty member at the rank of associate professor or professor, as appropriate to the case.
   i. Faculty eligible for election is defined as all tenured faculty, both Associate Professors and Professors, **excluding** the department chair, sitting and out-going

members of PEAC, and faculty with leave scheduled to occur during the first year of the term.

ii. Vacancies shall be filled within 60 days. The regular election procedures will be followed.

b. Duties: The general responsibilities of the PEAC are to work on behalf of the eligible faculty to facilitate:
   i. Evaluation of cases of fourth-year reviews, promotions to Associate Professor with tenure, and promotions to Professor.
   ii. Evaluation of cases of promotions for Professional Practice and Research Faculty.
   iii. Review of reappointments of Professional Practice and Research Faculty.
   iv. Providing input to the Chair regarding annual reviews of faculty.
c. Term of Office: Members have rotating four-year terms, based on the calendar year (January 1 - December 31) so that one member is replaced each year.
d. Election:
   i. The Department Chair shall run the election for the new PEAC member each year prior to January 1.
   ii. Elections shall be by secret ballot.
   iii. Eligible voters shall include all voting faculty including Professional Practice and Research Faculty (see Section IV of this document) of the Department.
   iv. An initial ballot shall list all faculty who are eligible candidates and serve as a nominating ballot. Each voting faculty member will select one nominee.
   v. The Department Chair will identify candidates for the final ballot as the two names receiving the most nominations plus any additional names tied for second place, conditional on candidate willingness to serve.
   vi. Voters shall vote for one individual, and the individual receiving the most votes of ballots cast is elected. If there is a tie, continuing members of PEAC will determine the winner.
   vii. For each Associate Professor elected to PEAC, another election shall be held among eligible Professors to select an alternate who will serve on PEAC in that person's place for cases of promotions to Professor.
e. Meetings: PEAC shall meet as needed throughout the year.

3. Faculty Mentoring Committees

The purpose of a Mentoring Committee is to assist in the academic/professional development of new tenure-track candidates by providing informal advice and assessment, including about the operating environment of the Department, College, and University. The mentoring relationship is most effective when it is informal and consensual and is functionally separate from any official and formal evaluation process. Details are as follows.

a. A Mentoring Committee will be established for each non-tenured, tenure-track faculty member.
b. A Mentoring Committee of two to four tenured faculty shall be appointed by the Department Chair no later than 12 months after a faculty member has joined the Department. The committee will be appointed by the Chair in consultation with the faculty member and the tenured faculty. A chair of the Mentoring Committee shall be selected by the candidate. Members may be appointed from the Department or from tenured faculty elsewhere in the University, if the nature of the candidate's appointment makes it appropriate.

c. The Mentoring Committee will serve as long as the faculty member being mentored remains untenured.
d. A faculty member on the Mentoring Committee will serve until the candidate provides a written request to the Department Chair for a change in the composition of the committee (and such a request is approved by the Department Chair), or until the member of the mentoring committee requests to be replaced (and such request is approved by the Department Chair).
e. Each committee should provide regular feedback to the candidate in accordance with a mentoring plan developed by the candidate with the mentors to facilitate the candidate's academic and professional development and his or her effective participation in the activities and mission of the Department.

VIII FACULTY AND STAFF MEETINGS

A. Attendees

Several groups of people are automatically invited to components of all faculty/staff meetings: tenure-track, professional practice, and research faculty; full-time department staff; and full-time lecturers with 100% appointments in AEDE. Participation in some parts of the meetings, however, shall be limited to faculty, voting faculty, or graduate faculty depending on governance protocols regarding the issues being discussed. Other people may be invited as guests to parts of a meeting.

B. Scheduling

The Department faculty and staff shall meet upon the call of the Chair no less frequently than once every other month during the academic year. The Chair will provide a schedule of all routine faculty and staff meetings to all faculty and full-time department staff before the start of each academic year. Additional meetings may be called at the discretion of the Chair as necessitated by matters of general concern or important reports coming from standing or special committees. A meeting of the department faculty will also be scheduled on written request of 25% of the faculty. The department chair will make reasonable efforts to have the meeting take place within one week of receipt of the request.

C. Agenda and minutes

A call for agenda items and completed agenda will be delivered to faculty and staff by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least two business days before the meeting.

The Chair will ensure that minutes are maintained of all faculty meetings and records of all actions covered by the *Pattern of Administration*. The department chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

D. Voting

For purposes of discussing departmental business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum shall be 40 percent of the voting faculty (see Section III.D of this document) in the Department.

Special policies pertain to voting on personnel matters, and these are set forth in the department's Appointments, Promotion and Tenure Document.

Either the department Chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written or electronic ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted by e-mail or electronic ballot when necessary to assure maximum participation in voting. Faculty members will be given three days to respond.

When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the department chair will necessarily make the final decision.

The department accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally department meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert's Rules of Order will be invoked when more formality is needed to serve these goals.

IX. DISTRIBUTION OF FACULTY DUTIES, RESPONSIBILITIES, AND WORKLOAD

Faculty roles and responsibilities are described in the initial letter of offer. Workload assignments and expectations for the upcoming year are addressed as part of the annual review by the department chair based on departmental needs as well as faculty productivity and career development.

Availability: During on-duty periods, faculty members are expected to be available for interaction with students, research, and department meetings and events even if they have no formal course assignment. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings are allowed at the discretion of the department chair if such work can be performed effectively and faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain circumstances if it serves the needs of the department, college, university, and/or community. The department chair has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework.

Other commitments: A full-time faculty member's primary professional commitment is to Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the department chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA Policy on Outside Activities and Conflicts.

Crises: In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural disasters, for example), faculty duties and responsibilities may be adjusted by the department chair to take into account the impact over time of the crisis. These adjustments may include modifying

research expectations in order to maintain teaching obligations. These assignment changes must be considered in annual reviews.

Not contractual obligation: The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the department and the individual circumstances of faculty members may warrant temporary deviations from these guidelines.

A. Tenure Track Faculty

1. General Workload Guidelines

Each faculty member will be expected to produce a mix of accomplishments that contribute to the scholarly, instructional, Extension and outreach, and service missions of the department. All tenure-track faculty in the Department of Agricultural, Environmental and Development Economics are expected to develop and maintain a world-class research program in their field of inquiry, develop a high-quality teaching program in our undergraduate, masters, and/or PhD programs, develop an outreach program appropriate to their research and teaching interests, and engage in valued service to the department, College, University, profession, and/or general public. The scope and scale of those four programs of activity will vary among faculty according to the split of their appointments.

Individual faculty members are responsible for developing, in consultation with the Department Chair, an annual plan for teaching, research, Extension and outreach, and service responsibilities. The end result is an agreement between the Department Chair and faculty member as to an appropriate portfolio of activities for the year.

It is expected that a decreased workload negotiated in one particular area be compensated by increased workload in other areas. Major service commitments to the department, university, and/or profession may be considered when determining workload assignments.

2. Teaching

Instructional activity includes a range of activities including resident instruction, student research instruction, and outreach education. All tenure-track faculty are expected to contribute to the department's teaching, including core and specialized courses in the undergraduate and/or graduate curriculums. Faculty members may also advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work.

Teaching assignments will be made by the Department Chair after considering the needs of the unit and the specific circumstances surrounding each faculty member's appointment. The standard teaching workload expectation for full-time tenure-track faculty members with no Extension appointment is 40-50% time allocation to total workload according to the university workload guideline. A 50% workload effort in teaching translates to a maximum teaching assignment of approximately four 3-credit courses (or equivalent teaching load) per 9-month academic year, while a 40% workload effort is comprised of approximately three 3-credit courses per 9-month academic year. Adjustments in classroom course assignments will be made by the chair in consideration of factors such as:

a. Workload of advising graduate and/or undergraduate student research
b. Activity in outreach teaching that may occur outside of Extension such as communication to the public, communication to external stakeholders, or teaching in outreach activities to K-12 students.

c. Features of courses taught such as: the level and structure of the course, number of students in the section, course modality, and the extent of co-instruction, teaching associate, or program assistant support
d. Development of new or revised courses, new preparations
e. Under- or over- performance in other areas of appointment

The chair is responsible for making teaching assignments on an annual basis after considering the needs of the unit and the specific circumstances surrounding each faculty member's appointment and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of the department.

3. Research

Research workload has three components: publications, external funding, and other activities. The Chair will consider tradeoffs in the mix of activities when setting annual expectations. The standard scholarship workload expectation for full-time tenure-track faculty members with no Extension appointment is 40-50% time allocation to total workload according to the university workload guideline.

a. Publications: A faculty member who is actively engaged in research will be expected to produce publications regularly in forms such as articles in peer-reviewed journals, chapters in edited collections, or scholarly books. Publications are not discounted simply for being coauthored; contribution to the work shall be considered. Research activity will be evaluated on a multi-year rolling average. A baseline level of productivity for a 50% effort should produce the equivalent of 1-3 journal articles a year.
b. Funding: Faculty are expected to work to attract extramural funding through vehicles such as grants and gifts. Expectations regarding the type and level of funding will vary with factors such as stage of career, opportunities available in a faculty member's area of research, and external variation in funding availability over time.
c. Other activities: Research workload also includes activities such as interacting with colleagues and the profession, giving presentations, and serving as an active participant at research presentations by other faculty and students.

Each faculty member is expected to be a principal investigator or co-investigator on an approved state or federal project and to meet annual reporting requirements for such projects.

4. Extension and Outreach

Some faculty members will have formal appointments that entail some percentage of effort in Extension. The amount of that effort will be specified in the initial offer letter and may be renegotiated later in consultation with the chair if needs of the unit and College change. The amount of effort assigned to research, teaching, and service will be reduced such that total effort shall not exceed 100%. A faculty member's Extension workload will consist of a mixture of extension research and extension education where those activities are synergistic. It is expected that all faculty with extension appointments will engage in some of both types of work. The mixture of those activities will vary among faculty depending on the nature of their Extension program and audience and should be agreed upon in advance with the Chair, but all faculty members with an Extension appointment are expected to engage with people.

a. Extension research is conducted specifically to meet the needs of stakeholders. Such research may appear in many venues such as: department, college, or Extension websites; peer-reviewed journals; materials used for Extension education

b. Extension education results in dissemination of knowledge to the audience of the Extension program. Such education may involve many activities such as: creating Extension curricula; conducting in-person meetings; producing synchronous or asynchronous online presentations or courses; conference planning and execution; training and support of Extension educators and staff.
c. Expectations for the amount of any particular activity should be adjusted to account for type of effort.

5. Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession, and/or public. The standard service appointment for tenure track will be 10-20%, according to the university workload guideline, with adjustments possible in advance agreement with the Chair. All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other department events. A 10% service effort will typically include effective service on at least one committee within the department and two or three other service activities.

Valued service activities outside committees include: significant involvement in professional societies and or agencies, serving as an ad hoc reviewer for journals or granting agencies, serving as an editor or editorial board member, or serving on a review panel. It is expected that the level of service and degree of responsibility will increase with the seniority of the faculty member.

Service loads should be discussed and agreed to during annual performance and merit reviews. Workload assignments can be adjusted depending on the nature of a service load (e.g. service as department program Director, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university). When heavy service obligations are primarily volunteer in nature, the chair is not obligated to modify other elements of the faculty member's workload (reduce teaching and/or scholarly obligations). If, however, a heavy service load is due to the faculty member's unique expertise, perspective, or voice, this should be noted in the annual performance review letter, considered when distributing the faculty member's other duties, and taken into account for the AMC Process.

6. Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy. The information provided below supplements this policy.

Reasonable efforts will be made to award SA opportunities to tenure-track faculty members when outstanding opportunities are present. Decisions will take into account the potential benefit of a SA to the department or university, and the need to assure that sufficient faculty are always present to carry out departmental work. The department's PEAC will evaluate any SA proposals and make recommendations to the department chair. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

B. Professional Practice Faculty

Professional practice faculty members are expected to contribute to the university's mission via teaching and service and to a lesser extent, scholarship (especially as related to teaching and

learning.) The standard workload expectations for full-time professional practice faculty members are 65-100% teaching, 0-30% scholarship, and 0-30% service.

All professional practice faculty are expected to contribute to the department's teaching in courses or instructional situations involving academic students or courses or instructional situations involving professional skills.

Professional practice faculty will commonly have a 10-12% service effort. Like tenure-track faculty members, they are expected to attend and participate in faculty meetings, recruitment activities, and other department events. The service appointment will typically include three or four service activities. Common and valued service activities for professional practice faculty include: effective service on a department committee, participation in curriculum review and development, engagement in college or university programs to promote teaching and learning, involvement in professional societies, serving as an ad hoc reviewer for journals, serving as an editor or editorial board member, or serving on a review panel. It is expected that the level of service and degree of responsibility will increase with the seniority of the faculty member.

C. Research Faculty

Research faculty members are expected to contribute to the university's mission via research and, to a lesser extent, service.

Research expectations are similar to those for the tenure-track, albeit proportionally greater since at least 90% of effort for faculty members on the research is devoted to research. Specific expectations are spelled out in the letter of offer.

Research faculty will commonly have a 5-10% service effort. Like tenure-track faculty members, they are expected to attend and participate in faculty meetings and other department events. The service appointment will typically include one or two service activities, often related to the research mission of the department. Common and valued service activities for research faculty include: mentoring graduate student research, service on a department or college committee, involvement in professional societies, serving as an ad hoc reviewer for journals, serving as an editor or editorial board member, or serving on a grant review panel. It is common for the degree of responsibility in service to increase with the seniority of the faculty member.

In accord with Faculty Rule 3335-7-34, a research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research track faculty member must be approved by a majority vote of the department's tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

D. Associated Faculty

Compensated associated faculty members are expected to contribute to the university's mission via teaching, research, or Extension depending on the terms of their individual appointments. Standard workload expectations for compensated associated faculty members are 80-100% teaching, 0-20% scholarship, and 0-20% service/Extension.

1. Associated tenure-track

   Faculty members with tenure-track titles and appointments <50% FTE will have each dimension of their workload responsibility (teaching, research, service) adjusted proportionally to level their appointment level.

2. Visiting faculty

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

3. Full-time lecturers

As noted above, the standard workload expectations for associated faculty, including full-time lecturers, are 80-100% teaching, 0-20% scholarship, and 0-20% service/Extension . A lecturer's teaching load may be reduced to allow for teaching-related service.

E. Modification of Duties

The Department of Agricultural, Environmental, and Development Economics strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Food, Agricultural, and Environmental Sciences guidelines on modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee's immediate family member is on covered active duty in a foreign country or call to covered active duty status. See the college pattern of administration for details. See also the OHR Parental Care Guidebook and the Parental Leave Policy in Section XII. The faculty member requesting the modification of duties and the department chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.

X. COURSE OFFERINGS, TEACHING SCHEDULE, AND GRADE ASSIGNMENTS

The Department Chair is responsible for developing the course offerings and teaching schedule. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-16 will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

If an instructor of record is unable to assign grades due to an unexpected situation (i.e. health or travel), or if they have not submitted grades before the university deadline and are unreachable by all available modes of communication, the department chair may determine an appropriate course of action, including assigning a faculty member to evaluate student materials and assign grades for that class. The University Registrar will be made aware of this issue as soon as it is known and will be provided a timeline for grade submission.

XI. ALLOCATION OF DEPARTMENT RESOURCES

The department chair is responsible for the fiscal and academic health of the department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of unit goals.

The department chair will discuss the department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the department chair.

Office and workspace assignments will be made by the Department Chair. They shall be allocated on the basis of factors such as research activity, including funding. Workspaces may be reallocated periodically as these faculty-specific variables change. Space allocation may also consider factors such as achieving proximity of groups of faculty or staff to maximize efficiency.

Faculty members are encouraged to participate in University and College development activities, including professional leaves, Faculty Special Assignments, and various teaching and professional development enrichment programs. Faculty members are also encouraged to participate in professional associations and societies and to attend seminars, workshops, and other continuing education activities. Faculty members shall consult with the Department Chair regarding funds to support specific professional development activities.

The allocation of salary funds is discussed in the Appointments, Promotion and Tenure Document.

XII. LEAVES AND ABSENCES

The university's policies and procedures with respect to leaves and absences are set forth on the Office of Human Resources Policies and Forms website. The information provided below supplements these policies.

A. Discretionary Absence

Faculty are expected to complete a request for absence form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the Chair retains the authority to decline a proposed absence when it will interfere with instructional or other comparable commitments. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence longer than ten consecutive business days (see Faculty Rule 3335-5-08).

B. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete a request for absence form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the Chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. For additional details see Policy 6.27.

C. Unpaid Leaves of Absence

The University's policies with respect to unpaid leaves of absence are set forth in HR Policy 6.45.

D. Faculty Professional Leave

Information on Faculty Professional Leave (FPL) is presented in the OAA Policy on Faculty Professional Leave. The Chair's recommendation to the Dean regarding an FPL proposal will be based on the quality of the proposal, its potential benefit to the department and faculty member, and the ability of the department to accommodate the leave.

Faculty are encouraged to request a leave when eligible. Specific discussions of a proposed FPL will be a part of each faculty member's annual review with the Department Chair. It is the responsibility of the person requesting the leave to present a plan to the Department Chair suggesting how the person's duties will be covered during the proposed absence. Those judged as meritorious by the Department Chair will be forwarded to the Dean.

E. Parental Leave

The university, the college, and this department recognize the importance of parental leave to faculty members. Details are provided in the OHR Parental Care Guidebook, Paid Time Off Program Policy 6.27, and the Family and Medical Leave Policy 6.05.

XIII. ADDITIONAL COMPENSATION AND OUTSIDE ACTIVITIES

Information on additional compensation is presented in the OAA Policy on Faculty Compensation. Information on paid external consulting is presented in the university's Policy on Outside Activities and Conflicts. The information provided below supplements these policies.

The Department expects faculty members to carry out the duties associated with their primary appointment with the University at a high level of competence before seeking other income-enhancing opportunities. All activities providing additional compensation must be approved by the Department Chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the department. In addition, it is University policy that faculty may not spend more than one business day per week on additionally compensated activities and external consulting combined.

Faculty with an administrative position (for example, chair, associate/assistant dean, center director) remain subject to Policy on Outside Activities and Conflicts and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

Should a department faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to him or her, such textbook or material may be required for a course by the faculty member only if (1) the department chair and dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the department or college reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

Faculty who fail to adhere to the University's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

XIV. FINANCIAL CONFLICTS OF INTEREST

Information on faculty financial conflicts of interest is presented in the university's Policy on Outside Activities and Conflicts. A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting or reporting research.

Faculty members with external funding are required to file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with university officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities. Further information about conflicts of commitment is included in section IX above.

XV. GRIEVANCE PROCEDURES

Any member of the department with a grievance should discuss the matter with the Chair, who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances.

A. Salary Grievances

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the Chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the Chair and wish to pursue the matter may be eligible to file an appeal with the college's Faculty Salary Appeals Committee. A formal salary appeal can also be filed with the Office of Faculty Affairs (see the Office of Academic Affairs *Policies and Procedures Handbook,* Chapter 4, Section 2).

Staff members who are not satisfied with the outcome of the discussion with the Chair and wish to pursue the matter should contact Employee and Labor Relations in the Office of Human Resources.

B. Faculty and Staff Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04.

Any student, faculty, or staff member may report complaints against staff to the department chair. The Office of Employee and Labor Relations in the Office of Human Resources can provide assistance with questions, conflicts, and issues that arise in the workplace.

C. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05.

D. Harassment, Discrimination, and Sexual Misconduct

The Civil Rights Compliance Office exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct. Ohio State's policy and procedures related to equal employment opportunity are set forth in the university's policy on equal employment opportunity. The university's policy and procedures related to nondiscrimination,

harassment, and sexual misconduct are set forth in the university's policy on nondiscrimination, harassment, and sexual misconduct.

E. Violations of Laws, Rules, Regulations, or Policies

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the Office of University Compliance and Integrity. Concerns may also be registered anonymously through the Anonymous Reporting Line.

F. Complaints By and About Students

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the Department Chair, he or she will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the Chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the Chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the Chair and others with appropriate knowledge of policies and procedures when problematic situations arise.

G. Academic Misconduct

Faculty members will report any instances of academic misconduct to the Committee on Academic Misconduct in accordance with the Code of Student Conduct. See also Board of Trustees Rule 3335-23-05.